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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

FIELD MEMORANDUM SCS NO. 1065

Re: Equipment and Trans-
portation Reports

June 26, 1942

To All Regional Conservators and Chiefs of Divisions
Washington Office

These revised instructions pertaining to the maintenance of cost records for and reporting on the use of Government-Owned motorized equipment supersede instructions in Manual Paragraphs 40049 - 40049.3 (which are being revised) and Budget and Finance Circular #163 (regarding "one-third limitation on passenger carrying vehicles").

In accordance with the uniform procedure adopted by the Department (Budget and Finance Circular #342) it will be necessary to use one booklet form AD-187 for each piece of motorized equipment, such as passenger car, station wagon, pick-up, truck, tractor, shovel, dragline, compressor, or rock crusher. At the end of each fiscal year form AD-187 booklets will be submitted to either the State or regional office for checking and filing. Owing to the repeal of the act covering "one-third limitation on passenger carrying vehicles" it will no longer be necessary to use form AD-186.

Starting with the month of July, 1942, form SCS-194 (revised) will be used for reporting to Washington, through regional offices, monthly operating data for all motorized equipment. Data included on this form in line "This Month" are the sum of the columns in booklet form AD-187 for the particular month of the report. It will be necessary to include data in lines "This Fiscal Year" and "Life History" only in the report submitted for the month of June each year. Form SCS-194 (revised) is a franked card approximately 4" x 6" in size. A separate card will be used for reporting on each piece of equipment. Reports will not be required for equipment loaned or granted to soil conservation districts.

Reports will be summarized in the Washington office and copies submitted to the regions for the use of regional and field offices. These summaries will show fiscal year and life history records for each unit of equipment and sufficient copies will be submitted to the regions for distribution to field offices.

Individual SCS-194 (revised) reports will be collected from the field by the Regional Records and Reports Division, checked for completeness, and submitted to Washington on or before the 15th of the month following that for which the report is prepared. Reports not available to the regional office in sufficient time for inclusion with the reports submitted to Washington will be included with the following month's reports.

Instructions for maintaining records and charging operating costs are contained in the booklet AD-187. Procedures now in effect for determining labor rates, charges for grease, and wash jobs, etc. will be continued. Headings on form SCS-194 (revised) will be completed each month. Cars assigned to regional offices will show only the region number. Cars assigned to State offices will show both the region number, and name of State, and cars assigned to field units will show region number, State name and field unit designation number such as (SCD-1) or (SCS-CCC-12). All CCC equipment must be clearly designated with the letters (CCC) inserted, with the field designation, State name or region number depending upon where assigned.

In order that the Washington office will have available previous records, it will be necessary to submit to Washington as of June 30, 1942, a fiscal year and life history report for each piece of equipment. These reports will be prepared on form AD-188 "Cost of Operating Government-owned Motorized Equipment." Each field unit and State office will prepare reports for all equipment assigned to its office and will submit these reports to the regional office. Separate AD-188 forms will be used to report "Fiscal Year" and "Life History" records. Depreciation cost may be omitted from these reports. The regional office will prepare similar reports for equipment assigned to the regional office and will submit one copy of the regional report together with one copy of each report received from the field offices directly to Washington, where summaries will be prepared. These reports will be submitted to Washington on or before August 1, 1942. Region number, State name and field unit designation will be inserted on each report and CCC equipment will be designated in such a manner that separate records can be maintained for that equipment. Equipment surveyed during the year will be included in the report and noted in the remarks column as "Surveyed". Reports will not be required for equipment loaned or granted to soil conservation districts.

For purposes of these instructions, field units will be considered as Soil Conservation Districts, Demonstration Projects, Water Facilities Projects, Farm Forestry Projects, Land Utilization Projects, Grazing Districts, Wind Erosion Districts, Research Projects, Nursery Projects, Flood Control Projects, Mobile Survey Crews, and SCS-CCC camps. All of these field units administered by the regional offices will report through the regions. All field units administered by the Washington office will report directly to the Records and Reports Division in Washington. Research Projects will report on all items of motorized equipment previously listed. Trucks converted to and used for farm machinery purposes may be reported as "Hours Operated" rather than "Miles Driven."

Printed copies of the necessary forms and booklets will be available and should be requisitioned through regular channels. If supplies of form SCS-513 are available or furnished, they should be used in place of form AD-187.


A.H. Bennett
Chief